



## Agency Records Disposition Schedule

Department: Department of Revenue

Division: Administration Division

Section: Accounting and Purchasing Services

Sub-Section: Motor Vehicle Missouri Transportation  
Accounting System

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**TITLE:** Contract Agent Deposit Tickets

**CUTOFF:** EOSFY

**DESCRIPTION:** Contracted agent office deposit tickets of Motor Vehicle, Drivers License, and Local Tax fees collected by the agent offices and forwarded to the Central Office. Attached are the Office Bank Reports or the Local Tax Accounting Report.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6878

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Contracted Agent Office Shipments

**CUTOFF:** EOSFY

**DESCRIPTION:** Accounting documentation of transactions processed in a contracted agent office. The shipments also include Motor Vehicle corrected accounting reports and Motor Vehicle and Local Tax correction orders.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6876

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Daily Reconciliation and Bank Transfer

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily documentation of Motor Vehicle and Local Tax revenues transferred from the MV clearing nonstate account to the State Treasury.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23253

**SERIES STATUS:** Approved

**APPROVAL DATE:** 9/8/2010

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**TITLE:** Drivers License Accounting Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Agent office reports indicating cumulative sales of licenses, cards, permits and amount of corresponding revenue.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23254

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Long and Short Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Backup documentation supporting electronic debits to license agent office accounts. This is correspondence to the contract agent offices notifying it of adjustments to prior shipment deposits.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 6880

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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**TITLE:** Office Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports generated by and/or for the Missouri Transportation Accounting System (MTAS) or the Bad Check System. Reports are used to provide statistical information, reconciliations, adjustment reporting, and revenue accounting.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23255

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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## Agency Records Disposition Schedule

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**TITLE:** Return Check Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Records of returned check accounts, collection action, payment of returned checks, and support documentation adjustments in the Missouri Transportation Accounting System (MTAS) to adjust revenues for returned checks.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23256

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

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